JOB DESCRIPTION

TITLE: Assistant to the President

REPORTING SENIOR: President

JOB OBJECTIVES: To provide and coordination of key administrative units of the College and to represent the College in community and professional settings.

ESSENTIAL JOB FUNCTIONS:
A. Oversees key administrative units, including workforce development, off-campus centers, and public relations.
B. Provides data on and analysis of market and policy trends.
C. Provides liaison services for groups, agencies, and networks dependent on college functions.
D. Assists in budget and personnel decisions and policy development
E. Performs related work as assigned.

MINIMUM JOB STANDARDS:
Supervisory and budget experience required.

JOB LOCATION: The primary job location is the College’s main campus. Occasional travel throughout the service area is required.

EQUIPMENT: Use of telephone, computer equipment, and other standard office equipment as required to accomplish essential job functions.

CRITICAL SKILLS/EXPERTISE:
- Administrative experience with grant projects preferred
- Ability to work with diverse work groups
- Ability to organize and manage task forces and special projects
- Ability to represent the College in community and professional settings

NON-ESSENTIAL FUNCTIONS: None

SALARY: $45,000 – $55,000

EMPLOYMENT DOCUMENTS: Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

APPLY TO: Human Resources
Nashville State Technical Community College
120 White Bridge Road
Nashville, TN 37209

Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer